

# NOTICE OF CHANGE IN TERMS OF TENANCY

To: \_\_\_\_\_ (“TENANTS”) located at  
(Street Address) \_\_\_\_\_ (Unit/Apt#) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_ (“PREMISES”)

Please take notice that within  30 days or  60 days, or effective on \_\_\_\_\_, 20 \_\_\_\_ (whichever date is later) your tenancy in the Premises will be changed as follows:

- Rent:** Your base Rent will be \$ \_\_\_\_\_ per month.  
*(Some jurisdictions have specific requirements in relation to rent control and time periods connected with rent changes)*
- Security Deposit:** Your security deposit shall be increased by \$ \_\_\_\_\_
- And/Or other changes in terms of tenancy (Non-rent related):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Additional Changes to Terms of Tenancy attached hereto as Attachment “A”.**

This Notice shall in and of itself operate and be effectual to create and establish, as a part of the lease, the terms and conditions specified in this notice if you shall continue to hold the premises after this Notice takes effect. Please keep a copy of this Change of Terms with your lease agreement.

Tenants hereby acknowledges that this Addendum is incorporated into the rental agreement between the Tenants and owner/agent. The remaining terms of your rental agreement will remain in effect unless modified herein by this Notice.

Owner/Agent (Signature) \_\_\_\_\_ Date \_\_\_\_\_

**Tenant acknowledges receipt of this notice of change in terms of tenancy.**

Tenant (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Tenant (Signature) \_\_\_\_\_ Date \_\_\_\_\_

## Delivery of Notice/Proof of Service:

This notice was served by \_\_\_\_\_ on \_\_\_\_\_ (date) in the following manner: (if mailed, a copy was mailed at \_\_\_\_\_ (location))

- A.  **Personal service:** A copy of the Notice was personally delivered to the above named Tenant.
- B.  **Substitute service:** A copy of the Notice was mailed to Tenant at the Premises and a copy was left with a person of suitable age and discretion at the Tenant's residence or usual place of business.
- C.  **Post and mail:** A copy of Notice was affixed to a conspicuous place on the Premises and a copy was mailed to the Tenants at the Premises.
- D.  **Mail:** This Notice was mailed to Tenant at the Premises

(Signature of person serving Notice) \_\_\_\_\_ Date \_\_\_\_\_

(Print Name) \_\_\_\_\_ *(keep a copy for your records.)*